

# TOWN OF GUTTENBERG

MUNICIPAL BUILDING  
6808 Park Avenue  
Guttenberg, N.J. 07093

Tel. (201) 868-2315  
Fax: (201) 868-9332



RESPOND TO:

## REQUEST FOR PUBLIC RECORDS

A request for a copy of Government records should be submitted on this form. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available within seven (7) business day. If any document or copy which has been requested is not a public record or cannot be provided within seven (7) business days, you will be provided with a response with that information within the seven (7) days. Some records requested have specific fees or other response times established by statute and that information is set forth on this form or will be included in any response to the request. There is no fee involved in simply inspecting a document during normal business hours.

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

[Day]

Information Requested:

Please identify the specific document (s) requested: please provide the name of the document (s), a brief description of the document (s) and the applicable date (s) of the document (s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**ORDINANCE#20-10**

**AN ORDINANCE AMENDING CHAPTER 2-55  
FEES FOR PUBLIC RECORDS ORDINANCES OF THE  
TOWN OF GUTTENBERG, COUNTY OF HUDSON, STATE OF NEW JERSEY**

**BE IT ORDAINED**, by the Town of Guttenberg, County of Hudson, State of New Jersey, that Chapter 2-55, Fees for Public Records, be amended as follows:

**2-55 FEES FOR PUBLIC RECORDS**

Pursuant to N.J.S.A. 47:1A-1 et seq., the following fees shall apply to members of the public requesting information pursuant to same:

a. *Duplication of Paper Documents.*

1. \$.05 per page for letter sized pages or smaller.
2. \$.07 per page for legal sized pages or larger.

b. *Special Service Charge.* If the records requested to be duplicated, inspected or examined cannot be reproduced by ordinance document copying equipment in ordinary size or extraordinary expenditure of time and effort to accommodate the request is needed, the requestor shall incur a fee of the actual duplicating cost.

c. *Medium for Copying.* If the records requested to be duplicated,

inspected or examined is requested in a medium not maintained by the Town, the requestor shall incur a fee of the actual duplicating cost.

I, Alberto Cabrera, Acting Town Clerk for the Town of Guttenberg do hereby certify this to be a true and correct copy of an Ordinance passed and adopted by the Mayor and Council at a meeting held on October 25, 2010.

## ORDINANCE #20-10

### AN ORDINANCE AMENDING CHAPTER I I (ADMINISTRATION) OF THE REVISED GENERAL ORDINANCES OF THE TOWN OF GUTTENBERG, COUNTY OF HUDSON AND STATE OF NEW JERSEY

BE IT ORDAINED, by the Mayor and Council of the Town of Guttenberg, County of Hudson, State of New Jersey that Chapter I I shall be amended to add Section 2-55 fee structure pursuant to N.J.S.A. 47:1A-1 et . seq. (Right to Know Law) the following fees shall apply to members of the public requesting information pursuant to the same.

1. DUPLICATION OF PAPER DOCUMENTS:

- A. \$.05 per page for letter sized pages or smaller.
- B. \$.07 per page for legal sized pages or larger.

2. SPECIAL SERVICE CHARGE:

If the records requested to be duplicated, inspected or examined cannot be reproduced by ordinary document copying equipment in ordinary size or extraordinary expenditure of time and effort to accommodate the request is needed, in addition to the actual duplicating cost, the requestor shall pay a fee of \$20.00 per hour for the time required to fulfill the request.

3. MEDIUM FOR COPYING:

If the records requested to be duplicated, inspected or examined is requested in a medium not maintained by the Town, in addition to the actual duplicating cost, the requestor shall incur a fee of \$50.00.

4. EXAMINATION OF RECORDS:

If the requestor of a record requests to examine said record, the requestor shall pay a Special Service fee of \$20.00 per hour for cost of the Custodian safe guarding the same.

I, Alberto Cabrera, Acting Town Clerk for the Town of Guttenberg do hereby certify this to be a true and correct copy of an Ordinance passed by the Mayor and Council at a meeting held on October 25, 2010.

*/s/ Alberto Cabrera*

Introduction: 9.27.10

Adoption: 10.25.10